

**Where to send Quarterly Therapy Progress Notes:**

There are two acceptable methods for submitting progress reports: Either to the assigned, secured email address or through the US mail. All submittals are checked daily by assigned office representatives who have three days to get the reports to the Support Coordinators.

Therapy providers must provide current progress reports including the specific home program to the Division, the family and the physician for service to be considered or reauthorized. A sample format of the quarterly report and evaluation is attached to this e-bulletin. All fields in the reports must be filled out, including the start date of therapy.

**Needed Subject Line Information:**

Please make sure that the subject line of the email includes the following information:

Supervisor's name (if known) - or District Office name, followed by the Support Coordinator's name, followed by the consumer's first name and last initial.

**For example, "North Office, SC's name, Consumer's first name and last initial**

<p><b>District Central</b> - Send reports via secure portal to:</p> <p>DDDCentralProgressReports@azdes.gov</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Marlo Salas 4000 N. Central—Suite 360 Phoenix, AZ 85012</p>	<p><b>District East</b> - Send reports via secure portal to:</p> <p>DDDEastProgressReports@azdes.gov</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Mary Renteria 2288 W. Guadalupe Road Gilbert, AZ 85233</p>
<p><b>District West</b> - Send reports via secure portal to:</p> <p>DDDWestProgressReports@azdes.gov</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Marianna Mendoza 4000 N. Central—Suite 900 Phoenix, AZ 85012</p>	<p><b>District North</b> - Send reports via secure portal to:</p> <p>DDDD3ProviderReports@azdes.gov</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Stacey Gastineau 519 E. Beale Street #155 Kingman, Arizona 86401</p>
<p><b>District South (Pima &amp; Yuma Counties)</b> - Send reports via secure portal to:</p> <p>DDDD2ProviderReports@azdes.gov</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Alta Gasque P.O. Box 13178 Tucson, Arizona 85732-3178</p>	<p><b>District South (Graham, Greenlee, Santa Cruz &amp; Cochise Counties)</b></p> <p>Fax to: 928-348-7725</p> <p>Via US Mail to:</p> <p>DES/DDD Attn: Linda Southwell 1938 Thatcher Blvd. Safford, Arizona 85546</p>